

## Town Managers Office (PDF)

The Town Manger's Office is composed of three divisions including Community Relations, Human Resources, and Housing & Community Development, along with administrative functions such as Economic Development. In addition, the Town Manager's Office serves as liaison between town government and the Volunteer Fire Department and Volunteer Rescue Squad.

The Town Manager works for the Town Council and has administrative and operational oversight over all town services and personnel. The Town Manager is responsible for carrying out Town Council's policies and is the chief advisor to the Council on administrative matters. Divisions within the Town Manager's Office are administered by Division Managers.

## **2005 Accomplishments and Recognitions**

- Assisted Town Council in identifying their annual budget goals
- Expanded use of the "Blacksburg Alert" citizen notification system
- Initiated the Wayfinding Signage Master Plan study to assist visitors locating key destinations in the Downtown, on Virginia Tech campus, and throughout town
- Began to utilize the "@ Your Request" Citizen Request Management Program
- Continued Retail recruitment efforts
- Created the Assistant to the Town Manager position to lead strategic planning, performance improvements efforts, and special projects